



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Chronic Disease: Chronic Disease Epidemiology.

Agency: Health, Department of		Division: Chronic Disease	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2015-17	CANCER CLUSTER INVESTIGATIONS Documentation of investigations initiated by informants who suspect a cancer cluster among Indiana residents. Research periods may span decades, to determine whether multiple cancer clusters are being reported over time within the same geographic areas or within the same specific populations. Depending upon available evidence, some investigations are formally closed, while some are declared lost to follow-up. Records may include personally identifiable information regarding the reported cases, statistical analyses, final reports, documents collected for the investigation, GIS maps, and meeting notes for the cancer advisory group, other agencies, and university staff who are pulled into the investigation. Both paper records and a database of basic information on each cluster (from which annual and bi-annual reports are generated) are maintained. Disclosure of these records may be affected by 45 CFR 164.	<p>TRANSFER one paper copy of each bi-annual and annual database report to the hard-copy files one (1) year after report is generated.</p> <p>TRANSFER all hard-copy records for each investigation-s final report to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, one (1) year after investigation has been closed or declared lost to follow-up.</p> <p>DELETE electronic records twenty (20) years after investigation has been closed or declared lost to follow-up.</p>